



<https://jobfever.govhelp.in/job/zomato-careers-2023-private-jobs-office-staff-job/>

## Zomato Careers 2023 – Private Jobs – Office Staff Job

### Job Location

India  
Remote work from: India

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### Base Salary

USD 15,000 - USD 18,000

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Zomato Recruitment 2023

We are seeking a highly organized and detail-oriented individual to join our team as an Office Staff in Zomato. As an Office Staff, you will be responsible for managing the daily administrative tasks, maintaining records, and providing support to other departments.

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#### Zomato Jobs Near Me

#### Responsibilities:

1. Manage office operations: You will be responsible for managing the daily operations of the office, including maintaining office supplies, handling phone calls and emails, and scheduling appointments.
2. Maintain records: You will be responsible for maintaining records of office expenses, employee attendance, and other administrative tasks to ensure accuracy and completeness.
3. Provide support to other departments: You will be responsible for providing support to other departments, including HR, finance, and marketing, as needed.

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#### Zomato Careers

### Hiring organization

Zomato

### Date posted

May 13, 2023

### Valid through

31.12.2025

APPLY NOW

**Requirements:**

1. Attention to detail: You must be highly organized and detail-oriented, with a strong focus on accuracy and precision.
2. Communication skills: You must have excellent communication skills, both written and verbal, with the ability to interact with people at all levels.
3. Time management: You must have strong time management skills and the ability to prioritize tasks effectively to ensure deadlines are met.

**Important Links** Find the Link in [Apply Now](#) Button

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